

New Certification Rule Changes That Took Effect January 1, 2023

There were some small tweaks and clarifications made to the certification rule, as well as a reorganization of the applicable definitions. However, the substantive changes that took effect January 1, 2023 are as follows:

- The amount of professional library work done in the normal course of the librarian's daily activities which triggers the need to be certified is now 75%. So, if you are doing professional librarian work 75% of the time or more, you need to be certified. This includes if you are part time and you spend 75% or more of your part time hours doing professional librarian work. If you have questions about what constitutes professional librarian work, please see the attached revised certification manual. The manual is also posted [here](#). Previously, the threshold was 50%.
- Individuals who have a 1st temporary permit, and are applying for a 2nd, may use LEUs earned not only during the effective dates of the 1st temporary permit but also up to 6 months prior to the effective date of the 1st temporary permit. This captures the LEUs earned during the period when the person is first hired but has to wait the 6 months to get their 1st temporary permit. The same is true for individuals earning LEUs under their 1st 5-year certificate. They may count LEUs earned between the time they were hired into that position and the effective date of their 1st 5-year certificate, up to a maximum of a 6 month period prior to the effective date of the 5-year certificate.
- Technical Library Education Units (TLEUs) are no longer required for any temporary permit or 5-year certificate renewed going forward. This is true even if the effective date of the temporary permit or 5-year certificate was prior to January 1, 2023.
- The LC 4 and LC 5 certificates no longer require specific library courses. Separate library courses of any titles taken at an accredited college or university will now be eligible for librarians to use to qualify for the LC 4 and LC 5 certificates.
- Specialist certificates are no longer issued. There is a small number of folks who have these certificates and those certificates will still be valid at your respective libraries for your current position. Any change in position or library may trigger a need for a regular librarian certificate depending on the work you are doing in your new role. Please contact the Certification department at the State Library with any questions regarding certification requirements.
- LEU renewal requirements for Specialist Certificates have decreased. Specialists 1, 2, and 3 certificate holders will now need 75 LEUs per 5-year certificate period instead of 100. Specialists 4 and 5 certificate holders will now need 50 LEUs per 5-year certificate period instead of 75.

- You may now earn LEUs for attending escorted library tours, with each tour being worth 1 LEU. Tours are capped at a maximum of 5 LEUs per 5-year certificate period for attending escorted library tours of different libraries. The library hosting the tour is responsible for creating the LEU certificate. LEU certificates may be formatted any way you choose so long as they contain the following elements:
 - Participant's name
 - Name of event (Library tour)
 - Event provider's name (Library hosting the tour)
 - Date
 - Number of LEUs earned
 - Written name, professional title and signature of the tour host
- Starting January 1, 2023, certified librarians must keep all LEU certificates for 90 days after the later of:
 - the date your recently renewed certificate expired, or
 - the date you renewed your certificate if you renewed it after it expired.

This change is to ensure you still have your LEU certificates to prove compliance if you renew your librarian certificate late and are audited.

- Directors of libraries serving a population of less than 3,000 who apply for certification January 1, 2023 or later, must qualify for or be working towards an LC 1, 2, 3, 4, or the LC 7.

Please send any questions to the new certification department email address: certification@library.in.gov.